



## ASSISTANT TREASURER & TAX COLLECTOR PART-TIME, 8 HOURS WEEKLY

**Position Summary:** Responsible for processing real estate and excise taxes as well as other receivables, and performing all general duties within the office and acting as the Treasurer/Collector in absence of the same. Supervision Received: Works under the supervision and administrative direction of the Treasurer/Collector; work generally requires minimal supervision with unusual situations referred to supervisor.

**Essential Duties and Responsibilities:** Performs routine duties that follow well defined procedures. Work requires attention to detail involving significant measure of judgment and initiative but generally within established procedures. Work demands accuracy, ability to meet deadlines, excellent customer service skills and should have experience in accounting, auditing, banking or general finance in a setting dealing with the public; working knowledge of the pertinent laws, legal controls, methods and procedures with respect to municipal collections and finance; or any equivalent combination of education and experience. Must be proficient in Microsoft Office products, tax collection software and municipal accounting software. Must be able to obtain surety bond annually. Wage commensurate with experience.

**Selection Guidelines:** The successful candidate will be chosen by the Treasurer/Collector and Town Administrator and affirmed by the Board of Selectmen through the hiring procedures set forth in the town's Personnel Policy.

**Summary:** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the position change.